

Create desk top  
folder to hold  
artifacts that include:

Resume

Transcripts

Philosophy

Biography

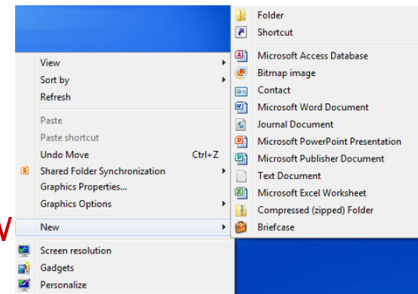
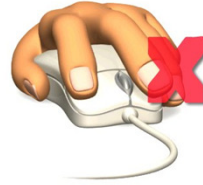
Organizations

Photographs

Awards

Hobbies

Right click on desk top



Folder

Choose New

- Drag items from desk top into folder
- Save Items from flash drive into Folder
- Open documents and save as ➡ desktop ➡ artifacts.